



Meeting Minutes
13 March 2013

Opening:

The regular meeting of the Brennan Estates Homeowners' Maintenance Corporation was called to order at 7:00p on March 13, 2013 in the Olive B. Loss Elementary School Library by Heather McVey.

Present:

Heather McVey, Nemishh Mehta, Rose Smith, Gerri Thomas, Vicki Coulter, Zenobia Thompson, Alison Murray and Anuja Jungade.

Homeowner Questions/Comments: There was a concern about parking in the neighborhood. Several people are parking in the Woodlands and on Jasmine. Trucks are also parking there and there are cars there without tags. It was determined by the Members that homeowners should call the police on an individual basis and could lodge a complaint at the New Castle County website.

Additional concerns about several cats in the neighborhood. Homeowners were told to call the SPCA since there was nothing Brennan could do about this situation.

The question arose as to whether or not clotheslines were allowed. One homeowner thought that they were not. Heather informed everyone that they were but had to be taken down at night and indicated that she would send a letter to any homeowner in question once she was in receipt of the address.

There were comments made that "The trees look great!"

AGENDA

Financial Outlook: Treasurer's Report –

Replacement of Assets as of 2/28/13: \$82,819.94
12 Mo. Money Market as of 2/28/13: \$42,297.41
Business Checking as of 2/28/13 \$60,009.41

Anyone wanting a copy of the Report can contact Gerri Thomas. \$20,000.00 was budgeted for snow removal and Gerri indicated that she will be moving money around after the season is over. All Association dues will soon be sent out by the County.

Delinquent Properties: A list of delinquent properties was updated on the website last month and include 81 homes. Some small balances have been written off. A three-year account has now been brought current. Anyone who has not contacted us concerning their delinquency will receive a letter(s) from our attorney. A billing of \$25.00 will be associated with the first letter, \$50.00 with the second and a \$600.00 fee and the filing of a judgment with the third.

Deed Restriction Violations: No information.

Architectural Review: Solar panels can be affixed to the roof at the back of the house. No permit is required. This does not include the townhomes due to the weight of the panels on the roof. The Board has the authority to change all restrictions concerning solar panels.

Completed Projects: (Trees/Grass Cut Back/Front Entrance) – Dead trees are being replaced. All grass was cut back from the sidewalks. The front entrance now has new lighting and all domes have been cleaned out. In addition, approximately eight feet of damaged fence was removed near the retention pond by Castle Park and replaced. The flower pots near the basketball parking area which were used to keep people from parking there have been replaced with two parking blocks.

Projects to be Completed: (Committee help is needed) – No information.

OLD BUSINESS

Sidewalks: Jerry (not present) - One estimate has come in for repairs. Jerry is going to call contractors in Maryland and Pennsylvania as well.

Playgrounds: Heather – They will be checked with Brian to see what is needed.

Tennis Courts: Jerry (not present) – The one-year warranty on repairs through Sportline has run out and they have placed a new quote in the mail. A trench needs to be dug around the perimeter to keep water from getting under the courts causing cracks in the surface. Jerry is going to ask Jeff to make the trench.

Ponds/Fountains: Anuja – She will check all areas around the fountains before they are started for the season.

Lights/Signs: Zenobia/Heather – Zenobia will contact Ruby regarding burned out lights and the street signs. Zenobia will place a ribbon around the poles so crews will know which ones to fix. One is located on Karen and the other is on Brennan Boulevard. Seems that more "Clean up after your Dog" signs are needed. Perhaps in

open spaces. Letters will be sent to owner's who do not clean up after their dogs. Several requests have been made for additional "poo" stations. Heather will ask Brian if he knows where we can find ones that match what we already have.

Meadows Gazebo: Rose – With Heather's help, contractors will be contacted to do a major overhaul on the gazebo. It needs concrete work, roof and woodwork repairs.

Trash Pick Up: Gerri – Being taken care of.

Lawn Service: Heather – Please everyone make a collective effort to keep an eye on lawn service. Sections are being missed.

Fence Around Pond: Jerry (not present) – Partial fence has been taken down and replaced with new. A suggestion was made to place a fence around the entire area.

NEW BUSINESS

Mailboxes Behind Townhomes: Jerry will work on getting information to paint the eight cluster of mailboxes there. The postal service will have to be notified and approve the preparation and painting of them.

Woodlands New Board Members: Keesha Williams and Sonya Lambert.

Adjournment: The meeting was adjourned at 7:50p.

The next meeting will be held on April 10, 2013 at 7:00p in the Olive B. Loss Elementary School Library.

Minutes submitted by: Gina Simon

Approved By:



Meeting Minutes
8 May 2013

Opening:

The regular meeting of the Brennan Estates Homeowners' Maintenance Corporation was called to order at 7:10p on May 8, 2013 in the Olive B. Loss Elementary School Library by Heather McVey.

Present:

Heather McVey, Nemishh Mehta, Rose Smith, Gerri Thomas, Jerry Phillips, Vicki Coulter, Zenobia Thompson and Alison Murray.

Guest Speakers:

Councilman Bill Powers and Representative Earl Jaques

Introduction:

Officers, Board Members and Guest Speakers introduced themselves to Brennan Estates new secretary.

First Speaker: Councilman Bill Powers discussed the budget. There will be no tax increase. Would like to present to County Council his thoughts on building a fund for the preservation of existing farmland. Currently, too many houses being constructed in the area. Heather questioned whether there was anything the homeowners could do. Bill suggested writing letters to State Representatives and Senators.

Second Speaker: Representative Earl Jaques mentioned two meetings he attended. One pertaining to new construction of mixed housing to take place on 45 acres next to Cornerstone Church off 896. The other was the Howell School Road expansion project. That project has been pushed back to 2015. The crossover and light on 896 will be eliminated where Howell School Road and Denny Road meet and a roundabout will be placed at Caravel Woods in an attempt to slow traffic. The intersection of 7 and 40 will be redone in 2017. Summit Bridge is still being worked on. Rt. 40 will be paved from 72 to the MD line. No dates on the commencement of that project yet. Feel free to make comments or voice concerns anonymously at Deldot.gov.

Delaware City Refinery is currently purchasing oil from North Dakota so all oil is being brought in by railcar. There will be 200 cars coming and going by end of June and this amount will increase. Porter Road and Red Lion Road tracks have been repaired. Rt. 40 track by Fox Run will be repaired. Rt. 40 will be closed for two weeks possibly in September. Earl suggested quiet zones at railroad crossings to be approved by the Highway Department to put up non-crossable gates so that trains will not have to blow their horns as they approach.

Homeowner Questions/Comments: None.

AGENDA

Financial Outlook: Statement was not available at the time of the meeting. Gerri will email the information when available. Gerri mentioned the 2011 snow money and suggested putting all future unused snow money into the Replacement of Asset Fund.

Delinquent Properties: Gerri has sent out all delinquent dues letters. It was suggested that the new secretary assist Gerri with refinances and purchases. Nemishh thought the cost of sale paperwork be raised from \$50 to \$100. Heather thought refinances could then be charged \$50. Alison motioned to vote on the subject. Zenobia seconded the motion. The motion was set with a unanimous vote.

Deed Restriction Violations: Rose indicated that both violations have been addressed and taken care of.

Architectural Review: Heather asked that she be sent an email if anyone notices any major construction going on that she may not be aware of.

Referendum: Heather stressed the importance to vote in favor of the tax increase which will ultimately maintain the quality of the schools and raise property values.

OLD BUSINESS

Sidewalks: Jerry – Nothing new.

Playgrounds: Heather – Walked with Game Tyme and saw that railings need to be replaced and the equipment is in need of powerwashing and some painting. The Woodlands looks good. The one by the school needs the most attention. Jerry voiced his concern on the cost of powerwashing.

This is a mulch year. The weeds will be sprayed and then the areas mulched.

Tennis Courts: Jerry – Repairs are on the docket. Company to call three days prior to starting and should be finished three days from starting. Heather will send email about the repairs. Heather asked Jerry about a Rules and Regulations sign to put up. Jerry will double check with Company.

Ponds/Fountains: Anuja (not present) – There is one broken fountain that needed a new motor. A 5-year life span is not uncommon on the motors. The storage locker has

old computers and records stored there. Gerri said to get rid of the old stuff. Heather suggested having Jim wipe the hard drives clean before disposing of the computers.

Lights/Signs: Zenobia/Heather – Zenobia contacted Ruby. All lights reported are now fine. She was not sure whether Delmarva came out yet but will check into it. Heather said that the signs on Brittany and Jasmine have been completed as well as the No Parking sign at Shawn and Wicklow.

Meadows Gazebo: Rose – Gerri asked Jerry about painting the mailboxes. Jerry gave an estimate to Heather which included painting the gazebo. Heather suggested getting two more estimates for comparison. Gerri thought we should wait and get the estimates on the sidewalk repairs before we spend money to paint the mailboxes.

The Meadows gazebo needs major repairs. Concerns about the base. Jerry said to get rid of it. Heather said we can't since it is filed with the County. Rose is getting more information. Jerry is going to have the Amish provide an estimate for a new one.

Trash Pick Up: Gerri – Trash near Dunleary. It was suggested by Gerri to give the trash guys more hours so all weeds and any exposed trash can be attended to. Jerry asked about the delivery of a trash can and Heather said Game Tyme is taking care of it. Heather was curious as to whether or not the trash cans on Brennan are being emptied. Gerri will check into it.

Lawn Service: Heather – Lawn maintenance is missing the mark on areas forgotten. The foreman needs to walk with the his employees so that they are all aware of what needs to be done. Heather reminded everyone that the lawn contract will be up this year and we may want to consider getting other bids.

Fence Around Pond: Jerry – No discussion was made.

NEW BUSINESS

Playground Irrigation System: Nemishh saw the system running at 9:00a. Everyone agreed that was too late. Heather will call to get the time changed to 6:00a.

Adjournment: The meeting was adjourned at 8:49p.

There has been no time or definite date set for the June 2013 meeting.

Minutes submitted by: Susan Muzzleman

Approved By: Heather McVey



Meeting Minutes
12 June 2013

Opening:

The regular meeting of the Brennan Estates Homeowners' Maintenance Corporation was called to order at 7:06p on June 12, 2013 in the Olive B. Loss Elementary School Library by Heather McVey.

Present:

Heather McVey, Nemishh Mehta, Gerri Thomas, Glenn Matthew, Zenobia Thompson and Alison Murray.

Guest Speaker:

State Representative Bethany Hall-Long spoke briefly about ways the State could help get different issues taken care of. The "calming" area can be readdressed with DelDot. Heather expressed how nice the flashing signs were. There are supposed to be two more on their way. Bethany is checking on their whereabouts. Gerri thought it a good idea to have one at the end of Brennan as well. Alison shared that she heard that Rt. 40 would be closed last two weeks in August for work to be done and should reopen by the time school begins again. Bethany reminded everyone that construction is never set in stone and this too could change.

Homeowner Questions/Comments: There is a toddler swing broken in Castle Park. Heather said we would most definitely have it taken care of as quickly as possible.

AGENDA

Financial Outlook: As of 5/31/13 –

Business Money Market Account \$19,156.94
Checking Account \$44,515.09
Replacement of Asset Fund \$90,480.16

The Money Market Account includes snow money left over from 2011. A Motion was made by Alison to transfer \$9,156.94 into Replacement of Asset Fund account and leave \$10,000.00 into the Business Money Market Account for future snowfall

necessities. Zenobia seconded the Motion. All agreed and the Motion was set. Gerri will transfer \$9,156.94 into the Replacement of Asset Fund account. All agreed that \$10,000.00 a year should be put into the snow account capping the total at \$40,000.00. Gerri did not have the figures calculated yet from 2012 so no amount has yet been determined for transfer to any account from that year. Heather suggested in 2013 taking \$3,333.00 from the first two large checks Brennan receives and \$3,334.00 from the third one and deposit those amounts into the Money Market Account for this years \$10,000.00 snow fund total. A Motion was made by Alison to do this. Nemishh seconded the Motion. All agreed and the Motion was set. Anything over \$40,000.00 in the Money Market Account would be transferred into the Replacement of Asset Fund. Gerri Motioned that this also be voted on. Alison seconded the Motion. All agreed and the Motion was set.

Gerri reminded everyone that any homeowner wanting a copy of the Financial Outlook could contact her and she would send them a copy.

Delinquent Properties: Gerri received information for our attorney but could not read the print. She will send a copy to Ruby. Nemishh asked that it be sent to him to see if he could read it.

Deed Restriction Violations: Alison has forwarded one to Rose. There are currently issues with cars parking in front of or on other people's properties. Unfortunately, this is a police matter and homeowners are informed to contact the police to have vehicles towed.

Architectural Review: Heather only received one for the entire month.

OLD BUSINESS

Sidewalks: Jerry (not present) – Still waiting on sidewalk repair proposals. Additional concrete damage has to be marked first. An area was marked in front of one homeowner's house. That mark should be powerwashed as it is a county concern and not something we are responsible for.

Playgrounds: Heather – There are no recommendations on repairs yet. Brian has looked at the equipment and we are waiting to hear. Heather will followup. There is graffiti in Castle Park. Glenn suggested powerwashing it. There is concern that if it is removed now, will it be spraypainted again. Should it be done now or wait until school is back in session. Nemishh though we should remove it only once. Alison suggested charging the "artists" \$50.00. Heather thought we could send an email to everyone asking for information on finding the culprit(s) offering a \$50.00 cash reward then passing that amount onto the parents of the guilty party(ies). Glenn motioned that this be put in place. Gerri seconded the Motion and a unanimous vote in favor set the Motion.

Tennis Courts: Jerry (not present) – No word from contractor on start date yet. Jerry will call.

Ponds/Fountains: Anuja (not present) – Motor is on order. Gerri will lemail Anuja to ask her to call to find out the status on the motor's whereabouts. Zenobia said there was still algae in one of the ponds even though it was treated last month. Glenn informed her that the company that does the chemicals only does half a pond at a time so as not to kill good bacteria. It should be clearing up soon.

Meadows Gazebo: Rose (not present) – Two estimates were provided as Option A and Option B. Heather will call the contractor on two counts – (1) to see if it's possible to combine parts of A with B; and (2) since the cedar shakes definitely need to be tended to, whether or not it would be beneficial to replace only what needs replacing, clean them and seal them which, according to one homeowner would be cheaper. Doing this using a higher grade product should lengthen the life the shakes by seven years.

Trash Pick Up: Gerri – The guys did a good job after the cutback working overtime and are now back to their regular schedule.

Trash Cans: Heather – It was agreed that the three main cans will be replaced with larger ones and one of the small ones removed will be repositioned farther down Brennan Boulevard toward the back on the right just beyond Shari, one at the playground area near enough to the street so the trash company will pick it up and one at the pond in the Woodlands. Doggie stations are needed at Castle Park as well as near the pond at the Woodlands.

Lawn Service: Heather – Glenn noted that the lawn service contract renews annually unless terminated by end of August and is checking into whether or not the initial contract has a clause for raising rates. The lawn crews are still missing the mark on some common areas. Glenn has had extensive conversations with the lawn company and its office staff and has offered to handle any complaints/concerns in the future regarding lawn service.

Solicitations: Heather – Anyone selling door to door must have a sales license and should be wearing an identification card where it must be visible. Politicians and religious organizations are not required to wear identification cards when soliciting. You may go to <https://dorweb.revenue.delaware.gov/d2d/> for more information.

Adjournment: The meeting was adjourned at 8:46p.

There will be no meetings scheduled during the summer months of July and August.

Minutes submitted by: Susan Muzzleman

Approved By:



Meeting Minutes
11 September 2013

Opening:

The regular meeting of the Brennan Estates Homeowners' Maintenance Corporation was called to order at 7:10p on September 11, 2013 in the New Castle County Conservation Building by Heather McVey.

Present:

Heather McVey, Nemishh Mehta, Gerri Thomas, Glenn Matthew, Zenobia Thompson, Vicki Coulter, Jerry Phillips and Rose Smith.

Guest Speaker:

State Representative Bethany Hall-Long informed us that Representative Earl Jaques has received the Emergency Services Award. She complimented the Board on their hard work and dedication in volunteering to serve the community. There have been some car and home breakins in the western part of Newark. She made everyone aware of an organization known as the Delaware Health Exchange run by the Affordable Care Act which allows insurance to those who cannot afford it otherwise. The Federal government will pay 100% in Delaware for the next six years. She asked that if anyone knows of someone in need of coverage to please contact her. Heather thanked Bethany for her help in replacing the storm drain covers. Elsewhere in the community, the new Shop Rite recently hired 300 employees and the Amazon in Middletown is currently hiring.

AGENDA

Homeowner Questions/Comments: None.

Financial Outlook: The total in the County Checking Account is \$12,425.53. \$3,000.00 was voted to be deposited into the Replacement of Asset account. 2012 monies that was not spent in 2013 totalled \$27,975.81 and was deposited into the snow removal account. Gerri reminded everyone that any homeowner wanting a copy of the Financial Outlook could contact her and she would send them a copy.

Deed Restriction Violations: Heather informed the Board that there are a lot of repeat offenders. A few abandoned properties are culprits as far as grass not being cut. Heather suggested that anyone seeing or knowing of a violation to please email her. Bethany informed the Board that if grass is an issue and it gets too high it can be reported to the County. Heather suggested compiling a letter of violators for Ruby so that she could follow up. It was agreed that ALL Board Members should be included in any email that indicates any violation that anyone sees.

2014 Budget: Heather suggested forming a committee of two to work closely with the accountant to prepare a new budget for next year and asked for volunteers. Gerri thought that the volunteers had to be elected. Vicki and Rose both volunteered. Heather Motioned to the Board to appoint both Vicki and Rose to assist with the 2014 budget. Zenobia seconded the Motion and the voting was unanimous as all in favor and the Motion was passed.

Around the Neighborhood: Swings by the townhomes is now repaired. Paint is on order for painting. Mulch is now done. Mulch used to be done every year but a couple years ago it was voted that it be put down every other year. Due to insurance issues and the great amount it takes every other year, Glenn Motioned that it be done every year. Gerri seconded the Motion and the voting was unanimous as all in favor and the Motion was passed.

OLD BUSINESS

Sidewalks: Jerry – Discussed under closed session.

Playgrounds: Heather – Swings are repaired and paint is on order.

Tennis Courts: Jerry – Repair is still “on the list”. Company under contract is backlogged due to weather. Tennis court has to be completely dry before repairs can begin.

Ponds/Fountains: Gerri – Four fountain heads have been replaced. One had to be shipped to New York. It is now back. All seals have been replaced. Pumps have now been marked to determine when they have been serviced and/or replaced. Seals will be replaced every two years now that we are on a schedule. Fountains should always be working. When the pumps are pulled out spring replacement will automatically be scheduled. It was agreed that the bayberry spray and lights are better. Things should go well with the fountains from here on out.

Lights/Sign: Zenobia/Heather – Lotus street light is out. Report to Ruby since she handles street lights. Gerri will wrap poles for easy detection during the day. There is apparently also a light out on Brennan. Glenn saw a light out at the gazebo which has to be fixed by Altra. Glenn thinks it might be a timer issue. The playground section light by the school also needs to be replaced but a bucket truck is needed to replace it. DelCollo was suggested. Heather will get quotes.

Meadows Gazebo: Rose – Never heard back from the guy who gave original quote. No news to date. Gerri suggested contacting the homeowner who attended June's meeting since he seemed quite knowledgeable and may be able to help. Heather said even though Brennan cannot get rid of the gazebo altogether, there was nothing that indicated that it had to be as big as it is. Perhaps we could get quotes on a new smaller one.

Irrigation: Heather – There is a leak in the front room at the bilco doors. It has been fixed. Before the first frost, the system will be turned off.

Trash Pick Up: Gerri – Gerri rides through every Tuesday and trash is always all over. There is presently one boy picking up trash and two are needed to keep it under control. Glenn said that there are two boys on his street that may be interested. Gerri said that they will get paid.

Lawn Service: Glenn – Three sealed bids were requested. Two were in hand. In depth discussion on current lawn maintenance company. Jerry and Gerri thought that service has not been up to par since the old foreman left. Cut-backs were put into place two years ago by Brennan on ponds, pruning and mulch to assist in the budget. The maintenance on these services is extra over and above the total contract price for lawn maintenance. The algae in the pond on Brennan and the primrose in the other two could be prevented if treatment were done more often as is needed. The bid for the current lawn maintenance company was the lowest of the two in hand and that price would not change for a five-year period which would be the term of the contract. There was concern over a 5-year contract. Nemishh asked Glenn if there was an out and there would be if one or the other party gave a 30-day written notice for termination. Zenobia Motioned to continue with the current lawn maintenance company for the 5-year term. Nemishh seconded the Motion and by a unanimous vote the Motion was passed.

Trash Cans: Heather – Can't find the same trashcans. Heather shared print-outs for similar metal cans with thermal plastic coatings in two sizes. Nemishh and Jerry both thought the 22 gallon can in the clay color would be sufficient. All agreed and Heather will order six cans plus one extra for storage to be shipped to her.

Mold Issues: Nemishh – The mold on the sides of homes is becoming an eyesore. Nemishh suggested getting a company to assist homeowners in the cleanup. Heather didn't think homeowners would pay for it. Glenn suggested sending out a letter asking if anyone would be interested. Heather thought we could find a company to discount 20% for a neighborhood group rate. Zenobia thought that Rose could prepare a community letter. Heather thought we could put it in the upcoming Newsletter. Rose didn't believe it would be right to endorse one company over another but thought we could approach it as a health hazard along with other home maintenance like changing smoke detector batteries. Rose will do the Newsletter. Heather asked if anyone knew of any upcoming community events that could also be put into the Newsletter.

Parking Lots: Heather – There is excess parking on Jasmine before the pond. A resident asked if a post and rail fence could be put up like the one on Wisteria.

Nemishh suggested that Heather tell the resident that the Board would like to hear more about the situation and perhaps the resident could get some estimates. Heather with reach out to the resident.

NEW BUSINESS

Board Members: Alison Murray and Anuja Jungade are no longer members of the Board. They have retired.

Mailboxes: No further news when asked by Zenobia. Nemishh has asked Heather to contact Brian Marker to see if he could help with this matter. Jerry is going to review his old estimates as well.

Adjournment: The meeting was adjourned at 9:03p.

No new meeting has been scheduled.

Minutes submitted by: Susan Muzzleman

Approved By:



Meeting Minutes
9 October 2013

Opening:

The regular meeting of the Brennan Estates Homeowners' Maintenance Corporation was called to order at 7:03p on October 9, 2013 in the Library of the Olive B. Loss Elementary School by Heather McVey.

Present:

Heather McVey, Nemishh Mehta, Gerri Thomas and Zenobia Thompson.

Guest Speaker:

State Representative Earl Jaques informed the Board and attending Homeowners that the paving of Rt. 40 is almost complete. The Beautification Project on Rt. 40 is also just about done aside from a bit more planting that will soon take place. An expansion on Rt. 72 from Rt. 1 passed Rt. 71 to Chandeluer Woods will begin next year as well as the widening of the crossovers onto Howell School Road and Denny Road off Rt. 896. A traffic circle will be installed in front of Caravel Woods on Howell School Road sometime in 2015-2016. The State of Delaware reimburses its communities up to 75% for snow removal for 4" or more. It does not reimburse for salt or sand. There are three measuring facilities for snowfall in our area – Troop 2, Middletown and Newark. If any one of those facilities measures snowfall at 4", then reimbursement will be made. The 24/7 emergency number for DelDot is 659-2400. It can be used for snow emergencies as well. If called in an emergency, DelDot will dispatch the nearest snowplow to the emergency site. Representative Jaques also informed us that The Affordable Care Act gives those without health insurance an opportunity to sign up for insurance which began 10/1. If you sign up by 12/15, your insurance will be effective on 1/1/2014. Open enrollment is through 3/15/2014. Our state exchange is Choose Health Delaware.

AGENDA

Homeowner Questions/Comments: There were some robberies in unlocked vehicles in the Southwoods on 7/22. A neighbor's surveillance camera helped authorities in catching the suspect. There was also theft of parcels being left by UPS and FedEx and the two girls taking the parcels were also caught. Heather shared that approximately three times a year Corporal Gladney, who is assigned to our

neighborhood, provides us with a list of crimes. There was one theft and a domestic with both cases indicating that the victims knew the suspects. Many homeowners were concerned about the snow plows blocking their driveways, cars and mailboxes again this year. It was determined that our cul-de-sacs are the worst hit. During major snowfalls it is impossible to push the snow around and not block something. Gerri suggested calling Brennan if you get snowed in so that major issues can be addressed. Only main streets are salted. It is too expensive to salt side streets. The pot hole on Brennan Blvd. has opened up again. Representative Jaques informed us that he has already called it in for repair.

Financial Outlook: Gerri did not have the statements as they are not available til mid-month. She transferred \$10,000.00 into the snow account bringing the balance to \$48,143.66. As it was agreed that the snow account should only reach \$40,000.00, she transferred \$8,143.66 into the bill account. She reminded everyone that any homeowner wanting a copy of the Financial Outlook could contact her and she would send them a copy.

Around the Neighborhood: The joint on the water line leading to refrigerators in some of the Woodlands homes has been leaking and causing flooding in these homes. The plastic joint cracks over time and repairmen are replacing them with a copper joint. It has been determined that this is not a builder issue. It is a manufacturer issue. It is possible that individual insurance companies may be able to contact the manufacturer for compensation on damages from the flooding.

OLD BUSINESS

Sidewalks: Heather informed us that the sidewalks are now under contract and repairs should begin this month. The contractor will be repairing Brennan Estates owned sidewalks only and will do one small section at a time so as not to block major areas while the work is being done.

Playgrounds: Heather – Lots of mulch has been put down and it will be put down each year now instead of every other year. The castle playground infant seat was broken and is now repaired. Playgrounds are now 100%. Everything has been powerwashed and all graffiti has been removed.

Tennis Courts: Jerry (absent) – Repair is still “on the list”.

Ponds/Fountains: Gerri – Fountains will now be running all year and the water will now spray higher. This will help keep down the growth of algae. Fountains will be removed for service every other year and replaced with ones that are currently in reserve (three in all). Heather strongly insisted that no one fish in these ponds. They are not only loaded with chemicals but the suction for the fountain is strong enough to pull someone under. Also, fishing line has been found around pumps that have been pulled out for service. Heather suggests that if anyone sees fishing going on at any of the ponds to report it to the police.

Lights/Sign: Zenobia/Heather – If anyone sees a light out, please report it to Brennan and a repair request will be sent to Ruby Dillmore at the County.

Irrigation: Heather – The sprinkler in the front has been shut down to be winterized and will start again in the Spring. The pump was replaced as it sparked out. The ruts around the gazebo flowers have now been fixed.

Trash Pick Up: Gerri – If there are any 16 year old or older students that are interested in work picking up trash throughout Brennan on a very flexible schedule for \$10/hr. please contact Gerri. A homeowner suggested having reflective vests for them and Heather will check into it.

Lawn Service: Heather thought that the flood behind Dunleary in a swale overflowing onto homeowners' yards was possibly from yard waste causing the backup and asked that everyone please dispose of yard waste properly.

Trash Cans: Heather – Six cans are still on order. It was brought to our attention that the can on Bellina by the playground is rotted out and trash is still being thrown into it. Heather suggested removing the can completely so no one throws waste into it.

Front Gazebo: Heather – It has been powerwashed. The mold is gone. It has also been landscaped and looks nice.

Newsletter: Rose (absent).

NEW BUSINESS

Board Members: Sonya Lambert is now the representative for the Woodlands and Carol O'Donoghue is now the representative for the Terraces Townhomes.

Open Forum Page: A volunteer has offered to be the administrator of an open forum page that will be linked to the Brennan website. It was discussed that posts will first be viewed by the administrator prior to being posted.

Adjournment: The meeting was adjourned at 8:12p.

The next meeting is scheduled for November 13, 2013 at 7:00p in the Olive B. Loss Elementary School Library.

Minutes submitted by: Susan Muzzleman

Approved By:



Meeting Minutes
13 November 2013

Opening:

The regular meeting of the Brennan Estates Homeowners' Maintenance Corporation was called to order at 7:04p on November 13, 2013 in the Library of the Olive B. Loss Elementary School by Heather McVey.

Present:

Heather McVey, Nemishh Mehta, Gerri Thomas, Rose Smith, Vicki Coulter and Glenn Matthews.

Guest Speakers:

State Representative Bethany Hall-Long informed us that the State of Delaware is in a good place with the health insurance situation and asked anyone with questions or concerns not to hesitate to contact her. The new traffic pattern on Rt. 896 N and S at the 95 overpass is still ongoing. Northbound traffic lanes should reopen in two weeks. She will check on the situation. If anyone is in need or knows of someone in need of the Food Bank, please let her know. Amazon has hired approximately 1800 employees and is still hiring if anyone is interested. There is an Otts Chapel dairy manufacturer now here in Delaware.

State Representative Earl Jaques informed us that there were seven accidents in different areas of Rt. 896 and three on Rt. 40 since our last Meeting with three pedestrians killed in the last six weeks. There has been some concern over loud cannon type booms being heard in close proximity of the community. It was thought that the nearby farmer periodically shoots off a cannon to ward away birds. Representative Jaques asked that if it is heard again to call 911 so it can be definitely determined.

AGENDA

Introductions: New board members not present.

Homeowner Questions/Comments: None.

Financial Outlook: Gerri was not yet in receipt of the bank statements and would share the figures with the Board Members as soon as she received them.

Altra: Jeff with Altra was present to share his thoughts on maintenance. Since the overgrowing woodline was cut back last year then it should be groomed and maintained at least once a year about this time. Jerry mentioned that the pumps are all fixed. Jeff said the entrance to the community was seeded and top-dressed. All of the ruts are now out. Heather wondered if it was economical to cut back on treating the ponds for algae. Gerri thought that each month would have to be reviewed as far as weather, i.e. extremely hot summers provoking greater algae growth. Jeff suggested to begin treatments in April and continue each month and adding an extra treatment during the months of May, June and July indicating that treatments for algae run approximately \$1,000.00 each. He felt that the primrose could be treated once it has begun growing and then one additional treatment one month after the initial one. Jeff asked if the county had sent forms that are necessary to be filled out or if there was any indication that the county had inspected the ponds. Gerri will check into the matter. Jeff mentioned that the weeds throughout the common areas are sprayed three times a year and the vegetation growing through the cracks in the sidewalks are sprayed twice a year. Overall, the tree lines and the algae and primrose growth in the ponds was all that needs additional attention.

Around the Neighborhood: No news to report.

OLD BUSINESS

Tennis Courts: Jerry Phillips – Repairs will be completed by week's end. He gave Heather the invoice to pay next week. The coloring in the repair area is a little different. The contractor suggested allowing the paint to cure to see if it would blend better over the next year.

Ponds/Fountains: Gerri – All up and running. Gerri will get all information on the lights from the electrician and pass it along to the Board Members.

Trash Pick Up: Gerri – There are three young men tending to trash now and they are doing a great job. Everyone agreed. There was broken glass on the walkway by the large gazebo. Jerry volunteered to pick it up.

Lawn Service: Glenn – All work on Dunleary is now completed. Heather has not gotten any complaints about the lawn service.

Trash Cans: Heather – They are in. They are custom made, coated and bigger. They will be installed next week by the contractor. Gerri wanted to know where the two new big cans were being installed so that she could tell the boys picking up the trash.

Sidewalks: Jerry – Contractor did not take into consideration the depth of the concrete to be removed so he stopped repairs when the total paid covered what he had completed per square footage. Everyone agreed to get another estimate from the contractor for what still needs to be completed and to call this portion of repairs Phase

2. Everyone thought the contractor did a nice job and all have agreed to use the same company.

Meadows Gazebo: Heather – Work was voted on last month and it will be repaired soon.

Newsletter: Rose – Nemishh asked if the volunteers had met with the accountant yet. Rose and Vicki will see that a meeting takes place with him before our next December meeting and they will ask that he attend the December meeting.

Mailboxes: Heather – Mailboxes are prepped. There was a ton of adhesive that needed to be tended to. We are now waiting on weather to proceed. Bases have been neutralized to help repel premature wear due to animal waste.

Lights: Heather – We now have replacement bulbs for three light poles at the playground.

Adjournment: The meeting was adjourned at 7:53p.

The next meeting is scheduled for December 11, 2013 at 7:00p in the Olive B. Loss Elementary School Library.

Minutes submitted by: Susan Muzzleman

Approved By:



Meeting Minutes
11 December 2013

Opening:

The regular meeting of the Brennan Estates Homeowners' Maintenance Corporation was called to order at 7:07p on December 11, 2013 in the Library of the Olive B. Loss Elementary School by Heather McVey.

Present:

Heather McVey, Nemishh Mehta, Gerri Thomas, Vicki Coulter, Zenobia Thompson and Carol O'Donoghue.

Guest Speaker:

State Representative Bethany Hall-Long advised us to continue to keep watch on security issues throughout the holiday season. She informed us that the State goes back into session in January and will remain in session every Tuesday and Thursday through June. The State continues to tackle the job situation in Delaware and the Affordable Care Act signups are running a lot smoother in our State.

AGENDA

Homeowner Questions/Comments: If your black key that controls the manifold that shuts off the water breaks, try calling Veira. If they have any left, they may send you a bigger red key for free.

Financial Outlook: Gerri was not yet in receipt of the bank statements and would share the figures with the Board Members as soon as she received them.

OLD BUSINESS

Tennis Courts: Jerry Phillips – Repairs are now complete. The contractor replaced the crank at no charge and recommends taking the net down through the winter. If left up, it will lose tension if remained cranked. Jerry volunteered to take the net down and Heather suggested that we contact the contractor at the start of the spring season

to have it put back up. It has been approximately three years since the court was last painted. The Contractor's recommendation on painting the court is every five years.

Ponds/Fountains: Gerri – Ponds are done. Pumps are in and there are two additional pumps in storage for rotation every year. Playground lights are now all working.

Trash Pick Up: Gerri – No major issues. Gerri contacted the trash company and told them of the cans they had missed.

Lawn Service: Glenn (not present) – Leaves have been removed and cut-back of vegetation will take place once each year.

Trash Cans: Heather – Four new cans were installed. The three cans in front of the school were made larger. All doggie stations are in and locks have been purchased.

Sidewalks: Jerry – Phase Two of sidewalk and curb repair is underway. Additional areas have been added and all of the areas will be marked. Gerri says that there are additional maintenance and repair funds left over from 2012 that can be used toward Phase Two if necessary.

Meadows Gazebo: Heather – Gazebo will be done in the Spring.

Mailboxes: Heather – Mailboxes will be painted in the Spring.

NEW BUSINESS

Deed Restrictions: Heather – Continue to bring all violations to Heather's attention and letters will continue to be sent to any and all homeowners in violation.

2012 Dues: Heather – No liens have been placed. The assistance of an attorney was not needed for collection. A final 2012 delinquent list will be prepared and final letters sent out to all homeowners with delinquent dues.

Budget: Vicki – A few changes were made to the 2014 Budget. Zenobia motioned to approve the changes as a draft. Vicki seconded the motion and the motion was passed with a unanimous vote. A final will be sent to each homeowner to be voted on in February.

Adjournment: The meeting was adjourned at 9:02p.

The next meeting is scheduled for January 8, 2014 at 7:00p in the Olive B. Loss Elementary School Library.

Minutes submitted by: Susan Muzzleman

Approved By: